# Quotation Request //

# **US Government Printing Office**

Atlanta Regional Office 1888 Emery St., Suite 110

Atlanta GA 30318-2566

**JACKET:524-885** S

**Quotations are Due By:** 

(Eastern Time)11:00 AM on 04/30/2009

**Submit Fax Quotes to:**(404) 605-9185

Contractors must provide mandatory taxpayer information before GPO makes payment. Please see special notice on http://contractorconnect.gpo.gov/.

Bidders must enter quote price for each jacket. Award will be made based on the lowest total bid for all jackets.								
Jacket	Requistion #	BAC	Copies	Title				
524-885	9-00098	5000-78	2,000	T-406 ETIQUETTE ADN DECORUM				
524-886	9-00099	5000-78	3,000	T-1626 DINING IN/DINING OUT GUIDE				
524-887	9-00100	5000-78	5,000	T-700 HOLM TRAINING MANUAL				
524-888	9-00101	5000-78	4,500	FLYBY (T-400)				

# **TITLE:** T-406 ETIQUETTE ADN DECORUM

**QUANTITY:** 2000 Saddle-Stitched Pamphlets for Base Jacket 524-885 + 3,000 Saddle-Stitched Pamphlets for Strapped Jacket 524-886 + 5,000 Saddle-Stitched Pamphlets for Strapped Jacket 524-887 + 4,500 Perfect Bound Books for Strapped Jacket 524-888 + 13 QARC'S for Jackets 524-885 and 524-886 + 20 QARC'S for Jackets 524-887 and 524-888

NOTE: JACKETS 524-885, 524-886, 524-887 & 524-888 ARE STRAPPED AND WILL BE AWARDED TOGETHER. Contractors must quote each and all jackets separately. Failure to do so may be grounds for declaring contractor non-responsive.

**TRIM SIZE:** See below:

Jacket 524-885: 8-1/2 x 11"

Jacket 524-886: 7 x 9"

Jacket 524-887: 4 x 6"

Jacket 524-888: 4 x 6"

**PAGES:** See below:

Jacket 524-885: 84 Text + Wrap-Around Cover (Saddle-Stitch)

Jacket 524-886: 44 Text + Wrap-Around Cover (Saddle-Stitch)

Jacket 524-887: 56 Text + Wrap-Around Cover (Saddle-Stitch)

Jacket 524-888: 104 Text + Wrap-Around Cover (Perfect Bound)

#### **SCHEDULE:**

Furnished Material will be available for pickup by 05/01/2009

Deliver complete (to arrive at destination) by 05/15/2009

F.O.B. destination

**QUALITY LEVEL:** 2 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

## **DESCRIPTION:**

Specifications apply equally to all jackets unless otherwise indicated.

#### Jacket 524-885:

- Cover 1 prints full color matter via 4-color process. Covers 2, 3, and 4 are blank.
- Text prints type, screen, and rule matter in black.

Page 1 of 7 GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) applies.

Reports of Fraud, Waste, and Abuse can be made in strict confidence to the GPO Inspector General toll-free National Hotline 1-800-743-7574.

JACKET: 524885 DEFENSE AUTOMATED PRINTING SERVICE- 9-00098 BAC: 5000 78

Your Contract Administrator is: Traci Cobb (Ext 105) Call: (404) 605-9160 Written By: tcobb Reviewed By:

#### Jacket 524-886:

- Cover 1 prints full color matter via 4-color process. Covers 2, 3, and 4 are blank. Flood coat covers 1 & 4 with a clear, non-yellowing gloss varnish coating.
- Text prints type, screen, and rule matter in black.

## Jacket 524-887:

- Covers 1 and 4 print full color matter via 4-color process with common and/or uncommon bleed on all dimensions. Covers 2 and 3 are blank. Flood coat covers 1 & 4 with a clear, non-yellowing gloss varnish coating.
- Text prints type, rule, and line art matter in black.

## Jacket 524-888:

- Covers 1, 4, and Spine print full color matter via 4-color process with full bleed on all dimensions. Covers 2 and 3 are blank. Flood coat covers 1, 4, and Spine with a clear, non-yellowing gloss varnish coating.
- Text prints type, rule, and line art (containing screens) matter in black.

NOTE: Covers 1, 4, and spine (where applicable) must be run on a minimum 4-color press with one single pass. High resolution digital printing (computer to plate) is acceptable as long as Quality Level 2 is maintained. Direct imaging/color copying (toner) and inkjet printing are not acceptable.

# **MATERIAL FURNISHED:** Contractor to pickup at GPO. See below:

- Jacket 524-885:
- -- One CD (see "ELECTRONIC MEDIA").
- -- One color laser of cover 1 to be used as visual of furnished electronic file.
- -- One previously printed sample to be used for paper stock match and margin/construction guide.
- -- One pagination guide.
- Jacket 524-886:
- -- One CD (see "ELECTRONIC MEDIA").
- -- One similar previously printed sample to be used for paper stock match and margin/construction guide.
- Jacket 524-887:
- -- One CD (see "ELECTRONIC MEDIA").
- -- One previously printed sample to be used for paper stock match and margin/construction guide.
- -- One pagination guide.
- Jacket 524-888:
- -- Two CD's (see "ELECTRONIC MEDIA").
- -- One 8-1/2 x 11" color laser of cover 1, 4, and spine to be used as visual of furnished electronic file.
- -- One set of b/w lasers of the text to be used as visual of furnished electronic file.
- -- One previously printed sample to be used for paper stock match and margin/construction guide.
- -- One pagination guide.

## **ELECTRONIC MEDIA:**

- PLATFORM: Unknown
- STORAGE MEDIA: Five CD's (One CD each for Jackets 524-885, 524-886, 524-887; Two CD's for Jacket 524-888)

#### - SOFTWARE:

- -- Jacket 524-885: 2 PDF files will be furnished (Complete Etiquette Guide.pdf & Cover.pdf). Files are setup as 7-1/4 x 10-1/2" with no crop marks contractor to create page layout for 8-1/2 x 11". Follow margins on previously printed sample.
- -- Jacket 524-886: 1 PDF file will be furnished. File is setup as  $8-1/2 \times 11$ " with no crop marks; however, live image area is sized correctly (at 100%) contractor to create page layout for 7 x 9" and keep live image area at 100%. Follow margins on previously printed sample.
- -- Jacket 524-887: 1 PhotoShop file for covers 1 and 4; 8 PDF files for the text will be furnished. PDF files are setup as 8-1/2 x 11" with no crop marks contractor to create page layout for 4 x 6". Contractor to ENLARGE LIVE IMAGE AREA ON ALL PDF TEXT FILES TO BETTER FIT 4 X 6" TRIM SIZE FOLLOW PREVIOUSLY PRINTED SAMPLE. If necessary, contractor to create all bleed margins.
- -- Jacket 524-888: 1 PhotoShop file for covers 1, 4, and spine (one page layout on CD #2); 1 PDF file for the text (file name: the book.pdf on CD #1) will be furnished. PDF files are setup as 8-1/2 x 11" with no crop marks contractor to create page layout for 4 x 6". Contractor to ENLARGE LIVE IMAGE AREA ON ALL PDF TEXT FILES TO BETTER FIT 4 X 6" TRIM SIZE FOLLOW PREVIOUSLY PRINTED SAMPLE. If necessary, contractor to create all bleed margins. Contractor to determine spine width and adjust backstrip if necessary.

## NOTES for ALL JACKETS:

NOTE #1: Files may contain some low resolution images. NOTE #2: Contractor must have the ability to edit the PDF files. Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different format, the final output must be of the same or higher quality and at no additional cost to the Government.

## - COLOR(s):

- -- Jacket 524-885: Identified as CMYK and RGB. Contractor to convert all colors to CMYK for Cover 1 and Black for the Text.
- -- Jacket 524-886: Identified as CMYK. Contractor to convert all colors to Black for the Text.
- -- Jacket 524-887: Identified as CMYK. Contractor to convert all colors to Black for the Text.
- -- Jacket 524-888: Identified as CMYK. Contractor to convert all colors to Black for the Text.
- FONTS: N/A for the PhotoShop files. All fonts are Embedded and/or Embedded Subset for the PDF files.
- OUTPUT: High resolution (150 line screen) output required.

# ADDITIONAL INFORMATION:

- Identification markings such as register marks, commercial identification marks of any kind, etc., except form number and revision date, carried in the electronic files, must not print on the finished product.
- -Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.
- The contractor shall create/alter any necessary trapping, set proper screen angles and screen frequency,

and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

- When PostScript Files are not furnished prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.
- Upon completion of this order, the contractor must furnish final production native application files (digital deliverable) and one press quality PDF file with the furnished media. Storage media must be MAC/PC compatible. The digital deliverables must be an exact representation of the final product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order Text for all Jackets: JCP Code\* A60, White Offset Book\*\*, Basis Size 25 X 38" Basis Weight 50# Cover for 524-885: JCP Code\* L21, White, Smooth-Finish Cover\*\*, Basis Size 20 X 26" Basis Weight 80# Cover for 524-886/887/888: JCP Code\* L10, White, Litho Coated (Gloss) Cover\*\*, Basis Size 20 X 26" Basis Weight 80#

\*\*Match previous printed samples.

**COLOR OF INK:** Ink Must Contain a Minimum of 20% Vegetable Oil

4-color process + gloss varnish on Cvrs 1, 4, Spine if applicable - see "DESCRIPTION"

Black only on the text pages **PRINT PAGE:** Head to Head

#### **MARGINS:**

- Jacket 524-885, 524-886: Follow previously printed sample. Adequate gripper on covers and text.
- Jacket 524-887: Follow previously printed sample. Common and/or uncommon bleed on all dimensions of covers 1 and 4\*; adequate gripper on the text. \*If necessary, contractor to create bleed margins.
- Jacket 524-888: Follow previously printed sample. Full bleed on all dimensions of covers 1, 4, and spine\*; adequate gripper on the text. \*If necessary, contractor to create bleed margins.

# **PROOFS:** (\*) SEE BELOW

Deliver the following production proofs to the department on or before May 7, 2009. Contractor is responsible for all costs incurred in the delivery and pickup of proofs. Contractor must return all furnished materials with proofs. Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval.

- (\*) CONTENT PROOF (ALL JACKETS): One complete digital color CONTENT proof created using the same Raster Image Processor (RIP) that will be used to produce the final printed product. Proof shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size/format of the final product.
- (\*) CONTRACT PROOFS (COVER 1 ONLY for JACKETS 524-885, 524-886; COVERS 1 & 4 FOR JACKET 524-887; COVERS 1 4, AND SPINE FOR JACKET 524-888): Digital one-piece composite color CONTRACT proofs (i.e. Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi created using the same Raster Image Processor (RIP) that will be used to produce the final printed product. These proofs must have all elements in proper position (indicate margins). Proofs will be used for color match on the press and must show dot structure. Sublimation, inkjet, photographic, and overlay proofs are not acceptable. The make and model number of the proofing system utilized shall be furnished with the proofs.

# IT IS UNDERSTOOD THAT THE PROOFS SUPPLIED UNDER THIS CONTRACT WILL MATCH THE FINAL OUTPUT.

Proofs will be withheld not more than 2 workday(s) from receipt by the Government to receipt in contractor's plant. Contractor must not print prior to receipt of an "OK to print".

NOTE: Films are not required. If, at the contractor's option, films are used, the Government will not pay for new films due to Author's Alterations. The Government will pay for making digital corrections - not for new films. At the completion of the order, the contractor must provide the Government with storage media (same type of storage media as was originally furnished) containing corrected files in the same format as the original Government furnished material.

## **BINDING:**

#### - Jacket 524-885:

Saddle-stitch in 2 places on the 11" side. Trim 3 sides. Paper Covers: wrap-around, trim flush, stitched on, grain must run parallel to spine, score on fold to prevent cracking.

#### - Jacket 524-886:

Saddle-stitch in 2 places on the 9" side. Trim 3 sides. Paper Covers: wrap-around, trim flush, stitched on, grain must run parallel to spine, score on fold to prevent cracking.

## - Jacket 524-887:

Saddle-stitch in 2 places on the 6" side. Trim 3 sides. Paper Covers: wrap-around, trim flush, stitched on, grain must run parallel to spine, score on fold to prevent cracking.

#### - Jacket 524-888:

Perfect bind on the 6" side. Trim 3 sides. Paper Covers: wrap-around, trim flush, glued on, grain must run parallel to spine. Score covers at bind with an additional score 1/4" from the bind to allow for easy opening. **PACKING:** 

Pack suitable per shipping container.

NOTE: All shipping cartons require a carton label. Noncompliance with the labeling and marking specifications on this order may be cause for the Government to reject the shipment at destination and return it to the contractor at his/her expense. The Government may, at its option, relabel and/or remark in accordance with the specifications and charge all costs to the contractor. There will be a minimum charge of \$50.00 per order (per Jacket) for all labeling and marking corrections that are made by the Government due to the contractor's failure to label/mark all cartons per specifications and Contract Terms.

#### **DISTRIBUTION:**

Deliver all proofs to: Holm Center, Attn: Marche Hinson, 334-953-5153, 501 Lemay Plaza N, Bldg 1487, Maxwell AFB, AL 36112.

#### Jacket 524-885:

Deliver 1,999 copies to: Extension Course Program (A4L) Warehouse, Attn: ROTC/Romia Canada/Barbara Dennis, 334-416-3646/4355/4900, 50 S. Turner Blvd, Bldg 832, MAFB-Gunter Annex, AL 36118.

Deliver 1 copy + GFM to: Holm Center, Attn: Marche Hinson, 334-953-5153, 501 Lemay Plaza N, Bldg 1487, Maxwell AFB, AL 36112.

Jacket 524-886:

Deliver 2,999 copies to: Extension Course Program (A4L) Warehouse, Attn: ROTC/Romia Canada/Barbara Dennis, 334-416-3646/4355/4900, 50 S. Turner Blvd, Bldg 832, MAFB-Gunter Annex, AL 36118.

Deliver 1 copy + GFM to: Holm Center, Attn: Marche Hinson, 334-953-5153, 501 Lemay Plaza N, Bldg 1487, Maxwell AFB, AL 36112.

Jacket 524-887:

Deliver 4,999 copies to: Extension Course Program (A4L) Warehouse, Attn: ROTC/Romia Canada/Barbara Dennis, 334-416-3646/4355/4900, 50 S. Turner Blvd, Bldg 832, MAFB-Gunter Annex, AL 36118.

Deliver 1 copy + GFM to: Holm Center, Attn: Marche Hinson, 334-953-5153, 501 Lemay Plaza N, Bldg 1487, Maxwell AFB, AL 36112.

Jacket 524-888:

Deliver 4,499 copies to: Extension Course Program (A4L) Warehouse, Attn: ROTC/Romia Canada/Barbara Dennis, 334-416-3646/4355/4900, 50 S. Turner Blvd, Bldg 832, MAFB-Gunter Annex, AL 36118.

Deliver 1 copy + GFM to: Holm Center, Attn: Marche Hinson, 334-953-5153, 501 Lemay Plaza N, Bldg 1487, Maxwell AFB, AL 36112.

QUALITY ASSURANCE RANDOM COPIES (13 QARC'S for Jackets 524-885 and 524-886 + 20 QARC'S for Jackets 524-887 and 524-888): The contractor will be required to a certificate furnished by GPO certifying that the copies were selected as directed. Business Reply Mail labels will be furnished for mailing the copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the Purchase Order must be furnished along with the QARC's and Certificate of Selection. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket must be furnished with billing for reimbursement of certificate fee.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

Attribute Specified	Specified Standard	Alternate Standard*
P-7 Type Quality and Uniformity	OK'd Proof	File Setup
P-10 Process Color Match	OK'd Proof	File Setup

<sup>\*</sup>In the event that the Specified Standard is waived, the Alternate Standard will serve as its replacement.

DISPUTES CLAUSE: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/printforms/pdf/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

All GPO publications referenced in these specifications are available on the internet via the GPO web-site <a href="http://www.contractorconnect.gpo.gov">http://www.contractorconnect.gpo.gov</a> .								